

VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376
REV(9/93)

Description of Position	TITLE OF POSITION: <u>General Operations Assistant (2 Pos.)</u>	CLASSIFICATION CODE: <u>00430500</u>
	SALARY RANGE: <u>\$27,492 - 30,022 Gr. 4414A</u>	REFERENCE POSITION NO.: <u>2725-10000-00369,00371</u>
	Department or Agency Name <u>Judicial/Superior Court</u>	APPLICATION PERIOD: <u>July 1-8, 2003</u>
	Division/Section/Unit _____	
	Assignment(s) / Comments <u>**PENDING AVAILABILITY OF FUNDS**</u>	
	Shift and Days: <u>Monday-Friday</u> <u>First</u>	Job Location: <u>STATEWIDE BASIS</u>
	Restrictions/Limitations: _____	
	Position Covered By Collective Bargaining Union Agreement Yes <u>XX</u> No _____	
	Name of Bargaining Unit Union: <u>Judicial, Professional & Technical Employees' Union, Local 808</u>	
	There is _____ is not <u>XX</u> a Civil Service List for this position <u>See A/B or Both for Specific Instructions</u>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To perform clerks office functions including but not limited to the following: data entry functions, records maintenance and quality control of court case files; assist clerks in courtrooms; mail, switchboard; assist at counter with general clerical duties, including physical work. Ability to ascertain all types of information for the general public, etc. Ability to coordinate and complete projects.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Education: Such as may have been gained through: or Experience: Such as may have been gained through: Graduation from a college of recognized standing preferred. Experience as a Records Clerk/Data Entry Aide; knowledge in preparing calendars and various reports; understanding/knowledge of public inquiries, some civil and criminal procedures, data entry and retrieval, ordering cases, familiarity with computerized data entry; or a combination of education and experience equivalent to the above education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	Joseph V. Conley Deputy Superior Court Administrator/Clerk 250 Benefit Street Providence, RI 02903	Telephone #: _____ Fax #: _____ TTY/TDD #: <u>222-3269</u> (Telecommunication Device for the Deaf)

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER